

USMS CONVENTION – Orlando, FL 2004

Committee Name: **HISTORY and ARCHIVES** Session # (if more than one meeting): _____ Cmte. report #: **14**

Minutes recorded by: Meegan Wilson Date/time of this meeting: September 16, 2004, 10:38 – 11:53 AM

ACTION ITEMS
PROPOSED EXPENDITURES
None

ACTION ITEMS
MSA the minutes from the September 10, 2003 meeting as amended.

Committee Chair: Barbara Dunbar

Vice Chair(s): Meegan Wilson

Number of committee members present: 9 Absent: 4 Number of other delegates at this meeting: 9

Committee members present : Barbara Dunbar, Meegan Wilson, Marcia Cleveland, Tom Hindle, Carl House, Wayne McCauley, Cris Meier-Windes, Danielle Ogier, Bill Volckening (Ex-officio), Sally Dillon (Executive Committee Liaison)

MINUTES

The meeting was called to order at 10:38 AM.

1. Introduction and welcome new delegates.
2. MSA the minutes from the September 10, 2003 meeting as amended.
3. The 2003 and year to date 2004 Financial Report and the proposed 2005 Budget were presented.
4. Marcia Cleveland produced inventory lists of archived materials at the USMS archive repository, Henning Library, ISHOF indicating which items were present or missing. Efforts are being made to locate and archive missing materials. Procedures are being developed to ensure that USMS Top Ten Publications, National Publications, yearly Rule Books, All American and All Star lists, SCY & LCM & Long Distance National Championship results, and other important documents are archived in hard copy and electronic files whenever possible.
5. An index of swimmers, subject matters, and photos found in the National Publications from 1996 through 2004 has nearly been completed by Meegan Wilson with additional indexing as new issues are published.
6. Information for various USMS Committees, officers, and others was researched and located.
7. Photographer and photo subject permission forms were created. Obtaining permission from subjects and photographers, watermarking and annotating images, and acquiring more photos are ongoing projects. Adding dates to photos is another long-term project. 300 permission forms have been returned thus far.
8. Bill Volckening assembled the Rule Book Covers, images, dedication statements, and designer/artist information statements to create a visually appealing document which will be displayed on H&A on-line.
9. Gail Roper has updated the growing list of Olympians participating in USMS.
10. Members continue to collect stories, photos, and histories with priority given to collecting stories about older All American masters swimmers and prominent volunteers with the hope of displaying them on line in the near future.
11. The status of the database (web) projects affecting History and Archives was discussed extensively with new additional information coming from the Block 5 meeting and from Lynn Hazlewood who was in attendance. Actual conversion of the data files was completed in September 2003. Administrative tools to allow adding, editing, and maintaining of H&A pages are expected to be completed by the end of 2004.
12. The conversion of All American and All Star listings is estimated to be completed by end of 2004.
13. On-line Top Ten archives were fully converted and integrated onto the USMS web site as of February 2004 and are being maintained by the Records and Tabulation committee.
14. The H&A Mission Statement has been located.
15. The confusing links on the USMS website to History & Archives and Recognition and Awards were discussed.
16. Some lists of competitive awards which are currently on the Recognition and Awards page will be transferred to H&A once we acquire the tools to do so.

The meeting was adjourned at 11:53 AM.

TASKS FOR THE UPCOMING YEAR

1. Once administrative tools allowing H&A to update, maintain, and edit are completed, members will begin to add new stories, photos, histories, data, and projects and will edit and maintain exiting data.
2. H&A will need to organize its data and links into a simple but logical format.
3. Work will continue on all ongoing projects.